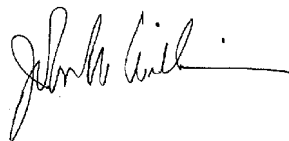


For: State Offices

Transferring County Office Relocation Processing to NFC

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

As a result of the transfer of the personnel and payroll functions for non-Federal County Office (CO) employees to systems operated by NFC, FSA management made a decision to also transfer the processing and subsequent payment of relocation travel activity for CO employees to NFC. This decision was due, in part, to its direct relationship to payroll processing.

FSA has completed all of the reporting requirements associated with that transfer, and NFC is scheduled to begin processing travel authorizations and vouchers associated with CO employee relocations that occurred on or after January 1, 2000.

**B
Purpose**

This notice:

- advises State Offices that the processing of claims for reimbursement for CO relocation transactions is transferred to NFC effective June 27, 2000
- provides State Offices with additional information relative to the processing of CO relocation authorizations and vouchers.

**C
Contact**

Direct questions about this notice to the FMD Travel Unit at 703-305-1408.

Disposal Date

July 1, 2001

Distribution

State Offices; State Offices relay to County Offices

2 CO Relocation Processing Procedures

A

Submission to NFC

State Offices may begin transmitting CO relocation travel authorizations and vouchers to NFC for processing on or after June 27, 2000. AD-202 and the corresponding AD-202R are to be transmitted to NFC by using the NFC Online Travel System. AD-616R **cannot** be transmitted to NFC by using the Online System and must be mailed to NFC for special handling, along with required receipts and associated forms.

Offices are reminded that this transfer applies to the processing of CO relocation **only**. FSA has **not** transferred the processing of CO temporary duty (TDY) travel to NFC although the NFC Travel System will not prohibit processing of CO TDY travel.

B

Relocation Forms To Be Used

The following travel forms must now be used for CO relocations:

- AD-202
- AD-202R
- AD-202RE
- AD-424
- AD-569
- AD-616R
- AD-1000.

Examples of these forms and instructions for completion are in the NFC Procedures Manual.

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3 Supplemental Information

A Travel Authorization Format

The travel authorization number format for all CO relocation travel will be in the following format: YCSCESSCCCXXX.

Position	Explanation
Y	Last digit of the fiscal year.
C	Type "C" or individual trip authorization. Note: Applies to all relocations.
S	Single traveler. Note: Applies to all relocations.
CE	Agency code for County Offices.
SS	Numeric State code.
CCC	Numeric county code.
XXX	3-digit sequential number, start with 001 each new fiscal year.

Note: The travel authorization number **must** always consist of 13 positions.

B Accounting Classification Code Structure (ACCS)

The ACCS for all CO relocation travel authorizations will be in the following format: Y87SSCCC0600.

Position	Explanation
Y	Last digit of the fiscal year.
87	Fund code to be used by all County Offices.
SS	Numeric State code.
CCC	Numeric county code.
06	Sub-object code to identify relocation travel.
00	Project code used to track the cost of a specific County Offices. These 2 positions will remain as "00" for County Offices.

Note: The ACCS is a 12-digit code and the format will rarely change.

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3 Supplemental Information (Continued)

C

Originating Office Number (OON)

The OON format for all CO relocation travel authorizations will be in the following format: XCCECE00XX.

Position	Explanation
XC	Department code for all County Offices.
CE(CE)	Agency code for all County Offices.
00	Place holders that must be included as part of OON.
XX	Numeric State code.

Note: NFC has notified State Offices of their respective OON numbers for CO relocations from NFC.

D

Security

State Offices were requested to send their initial online security requirements for the CO relocation processing to FMD. Any changes or additions to these security requirements should now be sent to KC-ITSTO as follows:

- telephone, 816-926-6537
- FAX, 816-926-6090.

Changes or additions should include all required information as follows:

- OON number
 - employee's name
 - social security number
 - NFC access code (CA number)
 - type of access required
 - organization structure level(s).
-

E

Relocation Income Tax Allowance (RITA) Processing

FMD is currently negotiating with NFC on the processing of RITA claims for those CO employees who relocated before January 1, 2000. Further information will be disseminated when received.
